

*See "Memor to DCI"*

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31 August 1979

MEMORANDUM FOR: The Director of Central Intelligence

VIA : SA/DCI

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FROM : PB/NSC Coordinator

SUBJECT : DCI Schedule

*OK*  
4 SEP 1979

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1. Operating on the assumption that Presidential Briefings will be no more frequent than biweekly in the future the following proposal is submitted for your consideration:

● Briefing Weeks (no change)

- Final Pre-Brief two days before Briefing
- Briefing Morning spent in final preparations

● Off Weeks

-Add a Pre-Brief session (~1 hour) say on Wednesday.  
This will allow you more opportunity to:

- a. Select from a wider range of topics
- b. Spend more time interacting with the analysts

It will also, I believe, be beneficial from the analysts' point of view in exposing them to you and giving them a sense of participating with you in the briefing process (often they tend to feel more under the gun, a result of the weekly briefing schedule).

● Weekly DCI Meeting. Now you have only a weekly NIO meeting. I would suggest we set aside an hour each week for a "DCI Seminar" (or something similar).

- Some could be with all NIOs (say an "around the world")
- Some could be with selected NIOs/DDO Division Chiefs (What's going on in their areas from different perspectives)
- Some could be with NIOs, analysts, DDO, etc. to focus on a specific issue

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-Others might be with all DDOers, or RMS or CTS people.

A basic thread which could tie them all together could be Presidential Briefings (i.e. supporting your responsibilities as intelligence officer to the President and NSC). We could examine:

-Possible briefing topics to determine if they are worth pursuing,

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-Areas of concern to you (such as some of the items touched on at today's NFAC meeting) which might warrant developing into a briefing or other art form for consumers.

2. If any of these ideas are amenable to you I will work with Charlie to set it up. We will provide you a draft schedule each week

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From a time standpoint  
we can do. You  
have been averaging  
3 1/2 hours per week  
on presidential briefs.

Dedicting 2 hours  
per week during  
non fess. Brief week  
will permit you  
the more indepth  
and comprehensive  
analysis you've discussed  
w. the RRB, Jack. I

Recommend we do

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